

PROCEDURES AND CRITERIA FOR PROMOTION AND TENURE

PLANT AND ENVIRONMENTAL SCIENCES DEPARTMENT

New Mexico State University

December 1, 2005

“Not everything that can be counted counts, and not everything that counts can be counted.”

– Albert Einstein

The Plant and Environmental Sciences Department adheres to the general University Promotion and Tenure Guidelines as set forth in the Policy Manual in Chapter 5, sections 5.88, 5.88.10, 5.90, and 5.91. The Policy Manual should be viewed as the definitive source of information. The Plant and Environmental Sciences Department Procedures and Criteria for Promotion and Tenure also follows the “Guidelines for Promotion and Tenure of Academic Programs and Agricultural Experiment Station Faculty” of the College of Agriculture and Home Economics published in November 1996. These guidelines only apply to tenure-track faculty with a 51% or greater appointment in the department of Plant and Environmental Sciences. If a faculty member has a majority joint appointment with the Cooperative Extension Service, the “guidelines for Promotion and Tenure of Cooperative Extension Service Faculty” published by the College of Agriculture and Home Economics should be used and the candidate will be evaluated by Cooperative Extension Service committee.

The Promotion and Tenure Committee in the Department of Plant and Environmental Sciences is comprised of all Full Professors in the Department. The department head is not a member of the committee and does an independent evaluation of the candidate. A member of this committee also serves on the College of Agriculture and Home Economics Promotion and Tenure Committee. The departmental Promotion and Tenure committee is responsible for the critical review of the promotion and tenure portfolios for faculty as the candidates develop in the department. This committee is also responsible for the assignment of a mentor to Assistant Professors. Mentors are usually full Professors in the Department and are expected to advise the candidates in the process of professional development through the ranks. Candidates are encouraged to meet with other members of the Committee for advice on aspects of their professional development.

I. Annual Review (Spring Review)

The Department of Plant and Environmental Sciences Promotion and Tenure Committee will meet annually to review the portfolios of all untenured tenure track faculty. Associate Professors are encouraged to submit their portfolios for critical review as well. A memorandum from the Provost is usually issued annually outlining Policy Manual sections dealing with Tenure and Promotion and the dates for steps in the procedure. Faculty are expected to annually prepare a personnel file documenting their contributions. Copies of resumes, personnel files, letters, teaching evaluations and other documents will be furnished to the Promotion and Tenure Committee. The format outlined in the College of Agriculture and Home Economics “Guidelines for Promotion and Tenure of Academic Programs and Agricultural Experiments Station Faculty”, November 1996 should be followed.

The Committee will provide written feedback to the department head, who will then inform the candidates annually in response to review of their package. Conversations between the candidate and mentor are encouraged to clarify elements of the written feedback. An example of the review format is attached. [P&T Recommendations Form]. The committee will recommend in writing, which faculty members should be considered for promotion. According to College of Agriculture and Home Economics Guidelines, p. 8 Nov. 1996 edition, tenure will not be awarded to an assistant professor unless they are simultaneously being promoted to associate professor.

II. Criteria for Evaluating Candidates for Promotion and Tenure

Criteria are listed in decreasing order of importance (A, B, and C) and could serve as a basis for self-evaluation by all faculty of the department.

A. Scholarship

The Department generally views scholarship as the sum of an individual's research and teaching activities. The evaluation of this balance is in part based on the official percent effort assigned to the candidate in teaching, research and administration. Consideration should be given to the fact that it may be more difficult in dual assignment to achieve excellence in both teaching and research as compared to accomplishing the same with a single assignment.

1. Teaching Activities

Effectiveness of teaching will be based on at least two of the following: student, faculty, peer or department head evaluation. Letters from former students are also appropriate. Innovative teaching techniques, new curricula, and new courses may be considered as contributions to more effective teaching. Placement and performance of student advisees is an important component of effective instruction.

2. Research Activities

Evaluation of the success of research activity can take a variety of forms. Peer recognition, widely evaluated is considered one of the more important measures of success. Writing and publishing books, papers in peer reviewed journals, bulletins, research reports, and awards for scholarly activity are good indications of research quality. Papers presented at professional meetings, papers published in non-reviewed journals, progress reports, and work with graduate students are other indications of successful research activity.

B. Cooperation

Because the resources of the University are limited, it is important that both faculty and students share the departmental facilities. Faculty members should interact and cooperate with each other and with students in a positive manner. Provide evidence of participation in departmental planning and operation, and participation in university affairs. These activities are both essential for the success of the community and the candidate's professional development.

C. Service

While the primary responsibilities of the faculty members in the Plant and Environmental Sciences Department are teaching and research, service activities are expected as well within the constraints of these responsibilities. Examples of service activities include: active participation in professional societies, as a reviewer, editor or officer; consulting with various federal and/or state agencies and clientele groups; extension type activities required of those assigned to

research, especially when they have no counterpart in the Extension Service; and service to the community will be considered to the extent that it contributes directly to the stature of the department and university.

III. Rank Specific Guidelines for Advancement

For promotion from *Assistant to Associate Professor, and granting of tenure*, a candidate should have a sustained level of performance based on the faculty member's assignment. The faculty member should have evidence of creative and scholarly activity evidenced by professional publications, peer recognition, patents and inventions, development of germplasm and variety releases, program innovations, grantsmanship or other scholarly and creative activities typically associated with academic endeavor. The faculty member should have exhibited professional development as demonstrated by continued improvement, individual or collaborative research, teaching and instructional improvement and service, participation and leadership in professional activities.

The faculty member should have a positive teaching and research reputation established by experience. There should be evidence of scholarly achievement and professional stature. There should have been successful development of teaching if so assigned.

Research programs should have been successfully developed. These programs should have included effective project leadership, demonstrated creativity and grantsmanship. Publications in the faculty member's field should have been written. The faculty member should have participated in professional activities, which includes a demonstrated ability to communicate research results in both scientific and lay channels. The faculty member should be a member of the graduate faculty and demonstrate effectiveness in advising students and serving on graduate committee's. The faculty member should have demonstrated effective participation in supporting activities such as committee assignments and program planning.

Timing of request for tenure and promotion to Associate Professor

The Department is subject to the rules of the University (Policy Manual) in determining when preliminary and final tenure recommendations must be made. The Policy Manual states "The Departmental Promotion and Tenure Committee's recommendations as to consideration for advancement to candidacy for a continuous contract must be made within the first 5 years of the tenure-track service. The department head will inform the tenure-track faculty member(s) in writing of the Departmental Promotion and Tenure Committee's recommendation. ... However, if the person is in the fifth year of tenure-track service, withdrawal from consideration for tenure must be accompanied by written notice of resignation effective at the end of the sixth year of service (this notice to be received by the department head before the end of the fifth year of service.)"

Application Document

The candidate will file a statement or letter that supports the application (single 3-ring binder with a second binder for supplementary information; follow CAHE layout) for tenure in terms of the criteria established by the Plant and Environmental Sciences Department. Candidates should request to see examples of successful applications from senior members of the department.

Candidates are expected to develop a successful application document using the review comments from the Promotion and Tenure committee over the previous four years of review.

At the fall meeting, the formal application for promotion and tenure is reviewed by the Promotion and Tenure Committee. Any committee member who has a question concerning fitness of the faculty member under consideration must express these doubts and explicitly cite his/her reasons at the time of the review meeting. The committee votes by secret ballot with three possible outcomes:

1. Recommendation for tenure
2. Recommendation for postponement of a decision on tenure (if such a postponement is possible with the duration of the time established by the University for reaching a tenure decision),
3. Failure to recommend tenure

A simple majority vote of the Promotion and Tenure Committee authorizes a recommendation for tenure to the Dean and Chief Administrative Officer of CAHE)

For promotion from *Associate to Full Professor*, a candidate should exhibit a substantial command of his/her whole field and a well marked, sound, and significant scholarly view of his/her own. In other words, he/she has something to “profess”, to present as his/her mature and considered view of the field as a whole. Further, his/her views should manifest a deep understanding of the general purposes of the University, and he/she should be capable of relating his/her own immediate field to its larger purposes. *Candidates are expected to develop a successful application document using the review comments from the Promotion and Tenure committee over the previous years of post-tenure review.*

Timing of request for promotion to Full

Promotion to Professor should not be considered to be forthcoming merely because of years of service to the University. A person being considered for a Professorship is expected to have maintained all of the qualities and conditions required for tenure and the Associate Professor rank. In addition, a Professor should exhibit the following:

- ***Special Stature in Their Field*** Evidence of national and/or international recognition of accomplishments. This can be demonstrated by a combination of contributions as judged by their peers both on and off campus in the following areas that correspond to their assigned activities.
 - Teaching Ability: As indicated by innovation, enthusiasm, and contributions to activities designed to foster quality instruction at the undergraduate and/or graduate level.
 - Research Ability: As indicated by publications, grant support and contributions to priority research problems.
 - Professional Service: As indicated by involvement in university, state, regional, national and international groups within their field.
- ***Leadership*** This quality will be determined primarily on a departmental basis and secondarily on a University and/or outside basis. Leadership should embody initiative, perseverance, and originality.
- ***Balanced Contribution*** A Professor will profess excellence in the three assigned areas – teaching, research and professional service.

Annual Review by Promotion and Tenure Committee
Plant and Environmental Sciences Department

Candidate: _____ Current Rank: _____ Date: _____
Start Date: _____ Date of last Promotion: _____
Request for Tenure no later than: _____

Percent Effort Teaching: _____ Research: _____ Other: _____ (define other _____)
Describe any change in effort:

Teaching Activities Overall:

Needs Attention (see comments) Satisfactory Excellent

Teaching evaluations (2 types required)

Needs Attention Satisfactory Excellent

Comments:

Graduate Student Training

Needs Attention Satisfactory Excellent

Comments:

Collaborative Efforts

Needs Attention Satisfactory Excellent

Comments:

Research Activities Overall:

Needs Attention (see comments) Satisfactory Excellent

Manuscripts

Needs Attention Satisfactory Excellent

Comments:

Grants

Needs Attention Satisfactory Excellent

Comments:

Collaborative Efforts

Needs Attention Satisfactory Excellent

Comments:

Other Activities Overall:

Needs Attention (see comments) Satisfactory Excellent

Service Activities Overall:

Needs Attention (see comments) Good Balance Too Much (see comments)